



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION  
DON NELSON, Chair  
RICK WARD, Vice Chair  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

**Monday – September 21, 2015**

## **AGENDA**

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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### **MEETING LOCATION:**

#### **Placer County Personnel – Training Room**

**145 Fulweiler Avenue, Suite 200**

**Auburn, CA 95603**

**530.889.4060**

**4:00 PM ROLL CALL**

#### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

##### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A.** Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM OPEN SESSION**

#### **FLAG SALUTE**

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**
- II. AGENDA APPROVAL**
- III. MINUTES OF PREVIOUS MEETING – August 10, 2015  
SPECIAL MEETING – August 11, 2015**
- IV. PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.
- V. OLD BUSINESS - None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- B. County Executive Office – Reclassification request for Darren Huppert from IT Analyst I/II to a Senior IT Specialist.
- C. Library – Classification Specification Revision Request – Library Services Manager.
- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services and Health and Human Services.

**VII. COMMUNICATIONS** - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment – (1) Veteran's Service Office
- B. Staff reports and correspondence
  - Hiring Manager's Guide & Tahoe Working Group Update
  - Recruitment Process Overview
- C. Commissioner comments

**VIII. ADJOURNMENT**

**Civil Service Commission 2015 Meeting Schedule**

- October 13, 2015 (**Tuesday**) – Auburn (Personnel Training Room)
- November 9, 2015 – Auburn (Personnel Training Room)
- December 14, 2015 – Rocklin (Child Support Services)

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**


**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**Date:** **September 21, 2015**  
**Subject:** Review of Merit Increases for Eligible Classified County Employees

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During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **September 21, 2015** pursuant to Section 3.04.650 of the County Code.

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**By:** Suzanne Holloway, Senior Personnel Analyst   
**Date:** September 21, 2015  
**Subject:** Reclassification Request – County Executive's Office

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**Recommendation**

It is recommended that the Civil Service Commission approve:

- The reclassification of one Information Technology Analyst II position, Grade 238 (\$6,376 – 7,750 per month) to the classification of Senior Information Technology Specialist, Grade 238 (\$6,376 - \$7,750 per month).

**Background:**

As you know, the County recently completed an agency-wide classification study in April of this year which included all information technology positions throughout the County. The results of this study were based upon staff assignments and duties documented and updated as of January 2015.

In order to maintain the updated class structure and consistency with the criteria used to classify positions during the study, any future position reviews or requests to update class specifications moving forward are reviewed by the IT Review Committee. The IT Review Committee is comprised of specific information technology specialists at the management level from various departments who meet on a monthly basis in order to maintain consistency and continuity of the Countywide IT classification plan.

In May 2015, the Personnel Department was made aware that two Information Technology Analyst positions in the Administrative Services Department were being reassigned to provide technology support to the Public Information Office of the County Executive's Office in order to meet the growing needs of the unit. At that time it was unclear as to which of their current job functions would transition with the employees and which would stay in Administrative Services and be redistributed to other staff.

In July of this year, the County Executive's Office requested that the two Administrative Services positions assigned to support the Public Information Office be permanently transitioned from Administrative Services. As a result, Position Inventory Questionnaires (PIQs) were provided to the department in anticipation of the requested transition so that a determination could be made as to whether the scope and level of work assigned was consistent with the incumbents' former assignments in Administrative Services.

The first PIQ was received on July 30, 2015 and is attached for the Commission's review. Copies of the PIQ were sent to members of the IT Review Committee for review, and a meeting was scheduled for August 10 to hear the division manager's request, interview the incumbent, and study the position in order to formulate a recommendation regarding the position.

### **Basis for Recommendation**

At the IT Review Committee Meeting, members were tasked with making the following determinations:

- Given the new scope of work does the position still fall within the scope of information technology classes, subject to review by the Committee;
- If so, which is the most appropriate classification to which the position should be allocated, given the current duties and responsibilities.

Based on the information provided in the PIQ, as well as follow up conversations during the meeting with the incumbent, the Director of Communications and Public Affairs, and staff in the County Executive Office, it appears that while the current incumbent is working in an information technology related assignment, the it was the IT review committee's unanimous determination that duties currently assigned are more consistent with those of the Senior Information Technology Specialist classification, including, but not limited to, the following:

- serve as technical expert, lead administrator of public website, employee intranet, social media platforms, and cloud-based solutions designed for citizen and employee engagement;
- develop branding and strategic plans for web and cloud-based systems, applications, and solutions, ensuring these applications match the county brand and effectively represent the vision of the Board of Supervisors and County Executive Office.
- analyze and evaluate operating systems and/or business requirements; consult with personnel from various departments and identify areas for

strategic database, web and cloud-based application improvements and upgrades;

- develop technical solutions to automate and improve business processes; design web and cloud-based system, architecture, configuration, database, and application solutions that meet the public information/marketing needs of the organization and develop plans to initiate improvements.
- answer questions and provide information related to web, intranet, social media and cloud-based systems and services; analyze questions and recommend appropriate corrective action as necessary.
- coordinate with systems, network and database administrators and web team in the Information Technology division of Administrative Services to implement application or system design specifications and coordinate integration across multiple platforms and technologies; maintain effective communications regarding vendor activities, problems, status, timelines and other details related to web, intranet, social media and cloud-based systems and services.
- consult with and provide technical guidance to professional and technical staff assigned to operating systems, network infrastructure, business systems analysis, application development and database administration as it relates to the public website, employee intranet, social media, and cloud-based solutions.

Job functions formerly assigned to the position which have an Agency-wide focus that will remain in Administrative Services and are commensurate with the Information Technology Analyst II classification include:

- Countywide infrastructure support of SQL, Apps, and Web servers;
- production and development oversight of Countywide web applications and services;
- oversight of Countywide web based migrations and upgrades;
- provide analytic support across County departments regarding the design, development, management, and support of Placer County websites and web applications;
- design, development and maintenance of Countywide websites including scripting, navigation, searching, content management, graphics design, user interfaces, security and audio/visual streaming;
- design Countywide website navigation and application frameworks; write programming code and scripts; create database connections for programs such as Sitecore, SharePoint, PowerShell, SQL, IIS, XML, CSS, jQuery, HTML, and JavaScript.

September 21, 2015

Reclassification Request – CEO

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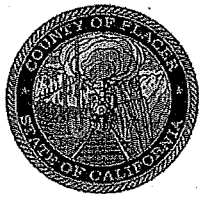
Based on the information presented and the recommendation of the Information Technology Review Committee, the Personnel Department recommends the reclassification of this position from an Information Technology Analyst II to a Senior Information Technology Specialist. This change, if approved, will result in no changes to compensation for the employee.

Attached for the Commission's information and consideration is a copy of the completed Position Inventory Questionnaire.

The County Executive's Office has reviewed this information and concurs with the Personnel Department's recommendation.

cc: DeDe Cordell, County Executive Office  
IT Review Committee Members  
Heidi Hodges, County Executive Office

Attachment



# COUNTY OF PLACER POSITION INVENTORY QUESTIONNAIRE

## SECTION I - EMPLOYEE INFORMATION

Name: Darren Huppert

Classification Title: IT Analyst II

Working Title: Senior Digital Services Analyst

Department/Division: County Executive Office

Work Address: 2986 Richardson Drive, Auburn CA 95603

Work Phone Number: 530-889-4263

Work Hours and/or Shift Schedule: 8:00-5:30 – 9/80

How long have you been with the organization? 2.5 years

How long have you been in your current position? 6 months

Your Supervisor's Name: DeDe Cordell

Supervisor's Title: Director of Communications and Public Affairs

Work Phone Number: 530-889-4034

Your Supervisor's Supervisor: David Boesch

Title: County Executive Officer

## SECTION II - POSITION INFORMATION

**1. What is the main focus of your job?** *Please provide two or three sentences describing the main focus of your job and provide an organizational chart which identifies your position by function and reporting relationships (attach additional page(s) if necessary).*

I'm the technical expert and lead analyst for the public website, employee intranet, social media platforms, and any other web or cloud-based solution for improving citizen and employee engagement. I consult with county departments and leadership to perform business analysis of their needs, and make recommendations on the best approach for their needs, and in most cases build and implement the technical solution. In addition to the technical challenges of the role, I incorporate strategic messaging and ensure the



content is appropriate for release, accurate and properly branded, to ensure the county's image and reputation are presented in the best possible light and all security protocols are followed.

- 2. List of Duties** - A "duty" is a major responsibility assigned to a position, and can include many tasks. Please list the majority and most significant duties assigned to your position and rank the duties by importance and frequency using the criteria below. You may attach additional pages if necessary.

**Frequency**

- 0 = Not part of the job  
 1 = Part of the job, but not performed  
 2 = Every few months to yearly  
 3 = Every few weeks to monthly  
 4 = Every few days to weekly  
 5 = Every few hours to daily

**Importance**

- 0 = Not Important  
 1 = Somewhat Important  
 2 = Important  
 3 = Critical

DUTY PERFORMED	FREQUENCY	IMPORTANCE
Serve as technical expert, lead administrator of public website, employee intranet, social media platforms, and cloud-based solutions designed for citizen and employee engagement, providing guidance and direction to other professional staff and resolving complex problems, and develop branding and strategic plans for web and cloud-based systems, applications, and solutions, ensuring these applications match the county brand and effectively represent the vision of the Board of Supervisors and County Executive Office.	<u>5</u>	<u>3</u>
Analyze and evaluate operating systems and/or business requirements; consult with personnel from various departments and identify areas for strategic database, web and cloud-based application improvements and upgrades; development of technical solutions to automate and improve business processes. Design web and cloud-based system, architecture, configuration, database, and application solutions that meet the needs of the organization and develop plans to initiate improvements.	<u>5</u>	<u>3</u>
Prepare complex reports, correspondence and other documents; participate on committees and task forces, attend meetings, conferences and training sessions related to web, intranet, social media and cloud-based systems and services.	<u>4</u>	<u>2</u>
Answer questions and provide information related to web, intranet, social media and cloud-based systems and services to personnel of departments; analyze questions and recommend appropriate corrective action as necessary.	<u>5</u>	<u>2</u>
Coordinate with systems, network and database administrators and web team in IT to implement application or system design specifications and coordinate integration across multiple platforms and technologies; maintain effective communications regarding vendor activities, problems, status, timelines and other details related to web, intranet, social media and cloud-based systems and services.	<u>4</u>	<u>3</u>
Consult with and provide technical guidance to professional and technical staff assigned to operating systems, network infrastructure, business systems analysis, application development and database administration as it relates to the public website, employee intranet, social media, and cloud-based solutions.	<u>3</u>	<u>2</u>
Recommend the appointment of personnel and contracted staff; provide and/or coordinate training; provide standards and operating guidelines; provide timely input to leadership on performance evaluations and disciplinary matters, as assigned.	<u>2</u>	<u>1</u>

Provide budget recommendations and assist in budget preparation and administration related to projects for the public website, employee intranet, social media, and cloud-based solutions; prepare cost estimates for budget; monitors and controls expenditures.	<u>2</u>	<u>2</u>
Provides after-hours support for the public website, employee intranet, social media, and cloud-based services.	<u>4</u>	<u>3</u>
Coordinates the activities of technical personnel and contract personnel during major and minor network problems; provides problem status, oral and written, to management; focuses on preventing and resolving network and system problems related to the public website, employee intranet, social media, and cloud-based solutions.	<u>3</u>	<u>3</u>
Serve as the administrator for large and highly complex databases (approximately 60); monitor daily for performance tuning and to ensure server reliability; research and identify database environment requirements and specifications; determine integration requirements to ensure inter-operability across multiple platforms and technologies related to the public website, employee intranet, social media, and cloud-based solutions.	<u>5</u>	<u>3</u>
Oversees and provides guidance and expertise in the design, building, installation, configuration, maintenance and administration of highly complex web systems, platforms and cloud-based solutions.	<u>5</u>	<u>3</u>
Act as the project lead over moderate/large business analysis projects related to the public website, employee intranet, social media, and cloud-based solutions; develop and monitor project budget and resources; work with stakeholders to define project scope and review project activities, recommendations and outcomes; coordinate the use of project resources based on project requirements; design and implement project testing and quality assurance processes.	<u>3</u>	<u>2</u>
Provides recommendations for developing and/or improving hardware, software, and web/cloud-based applications across multiple County departments in order to accomplish business goals; recommend and/or implement operating system adjustments to maximize web application performance and resource resolution, as related to the public website, employee intranet, social media, and cloud-based solutions.	<u>4</u>	<u>3</u>
Follows, maintains, and implements internal control, network security and other security systems for computer and telecommunication data, systems and hardware protection.	<u>5</u>	<u>3</u>
Support the Office of Emergency Services when the EOC is active to provide real-time updates on the county website. I am currently the only person providing this service.	<u>3</u>	<u>3</u>
Write policy and strategic plans related to the web, social media and digital services provided to employees and the public.	<u>3</u>	<u>2</u>
Analyze data and statistics from web, intranet and social media analytics. Recommend and implement changes to these digital services based on the data. Prepare reports based on data for the executive team.	<u>4</u>	<u>3</u>
Serve on the branding team to create the county brand, develop the strategy for use of the "Placer" logo and the official county seal. Create and maintain the guidelines documenting the county's identity system and branding standards to ensure it continually meets the vision and goals of the Board of Supervisors.	<u>4</u>	<u>3</u>

**3. KNOWLEDGE, SKILLS AND ABILITIES** - Every job requires some combination of knowledge, skill and/or ability (KSA) to perform assigned duties. **This section is provided in order to separate what you know from what you do.**

### Definitions

Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

Ability is an observable behavior or aptitude related to a duty.

Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a back hoe.

Ability to analyze and prepare technical reports.

Using the chart on the following page, please identify the knowledge, skill, or ability required to do your job, rate each according to importance using the scale below, and indicate whether or not it is needed at entry. Attach additional pages if needed.

<u>Importance</u>
0 = Not Important
1 = Somewhat Important
2 = Important
3 = Critical

<< CONTINUED ON THE NEXT PAGE >>

KNOWLEDGE, SKILL, OR ABILITY	IMPORTANCE	NEEDED AT DAY 1? (y/n)
Principles and practices of effective team building, team leadership and conflict resolution.	<u>3</u>	<u>y</u>
Advanced principles and practices of project management and work flow analysis.	<u>3</u>	<u>y</u>
Advanced principles and practices of systems and procedures analysis and design.	<u>3</u>	<u>y</u>
Complex software tools, test equipment and measurement techniques.	<u>3</u>	<u>y</u>
A broad range of operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information systems program.	<u>3</u>	<u>y</u>
Principles, methods and techniques used in designing, developing, testing and implementing computer hardware and software systems.	<u>3</u>	<u>y</u>
Computer hardware and software systems being used by the hiring department.	<u>3</u>	<u>y</u>
Principles and practices of troubleshooting computer hardware, software and network problems.	<u>3</u>	<u>y</u>
Principles and practices of customer service.	<u>3</u>	<u>y</u>
Methods and techniques of developing and presenting technical documentation and training materials.	<u>3</u>	<u>y</u>

Principles and practices of record keeping.	<u>3</u>	<u>Y</u>
Modern office procedures, methods and equipment.	<u>3</u>	<u>Y</u>

**4. REQUIRED LICENSES OR CERTIFICATES** - List any licenses or certificates from a board of licensure or governmental agency that you are required to have to perform assigned duties.

Driver's license

**5. BUDGET RESPONSIBILITY** - List any responsibility for budgets you are assigned. Please note the scope of the budget (specific program, division, and department), the kind of responsibility (typing, compiling, forecasting, and analyzing), and the frequency of your involvement (daily, monthly, and annually).

Scope: Varies by project. As a rule, I review service delivery options and participate in the selection of vendor/consultant products, solutions and services. Make recommendations for the project team, and ultimately monitor scope of work and deliverables.

Total Budget \$: Varies by project

Funding Source(s) : CEO

Responsibility/Role: Forecasting, analyzing, monitoring

Frequency: Varies by project

Contracts/Grants (if applicable):

**6. EQUIPMENT, TOOLS AND VEHICLES** - List any equipment, tools or vehicles you use in the performance of assigned duties. Include the amount of time (either % of time or hours/ day, week, month) spent using the equipment, tool or vehicle.

Equipment, Tool or Vehicle

Frequency

Laptop with Wi-Fi and VPN access, docking station, dual wide-screen monitors 75%

**7. CONTACTS - List people whom you have regular contact with either in person or on the telephone.** Please list the reason for the contact and how frequently the contact occurs.

**A. Inside the organization**

- Daily contact with Board of Supervisors and County Executive Office staff.
- Daily contact with county department staff, IT liaisons, and leadership to offer consulting services, guidance and support on web, communications, marketing, and citizen and employee engagement related projects.

**B. Outside the organization**

- Vendors and contractors – evaluate products that solve business needs of the organization, determine best options, and evaluate overall ROI. Work with vendors/contractors and internal staff to build and deploy the solution.
- Government and other entities – respond to requests for advice on best practices and strategic planning for building and delivering digital services to the public, and establish strategic partnerships with neighboring counties and organizations.
- General public – represent the county at events, conferences and community outreach efforts.

**8. DECISION-MAKING –**

**A. List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.**

- I regularly respond to employees as well as community members requests for service. For example, I recently helped organize a community outreach event via Placer County's Instagram site that reached more than 5,000 people across California to promote Placer County. I did this on my own authority.
- I'm customer focused and serve as a technical consultant to many county departments, helping to solve problems. For example, HHS leadership reached out to me to advise on an interactive employee directory. I'm currently working with them on creating the solution, but see the big picture that it's a potential benefit to all county employees and plan to propose this as a county-wide employee engagement initiative. I did this on my own authority.
- I post content and messaging on the county's social media platforms without input from my supervisor, based on my specialized knowledge and sound judgment and not based on any pre-defined criteria.
- Overall, I work independently and it's extremely rare for me to escalate an issue to DeDe, Lori Woods or David Boesch. They extend that level of trust, knowing I'm getting work done that not only benefits our team but the organization and our community.

- I implemented cloud solutions that streamline posting to social media platforms, and built a call-to-action and integrated Facebook app that allows the public to sign up for the county newsletter without leaving our page.

**B. List some examples of recommendations or problems you take to your supervisor for advice or resolution.**

I bring recommendations on service delivery, equipment and software solutions that will benefit our team, the organization, and the community. Additionally, when members of the public or employees raise an issue via any of our web-based mediums that could become a controversial issue, or perhaps could be a hint of a larger, more wide-spread concern, I take those issues to DeDe and the team for resolution or possible larger strategic communication approaches, as needed.

**9. WORK ENVIRONMENT - Describe the work environment you typically work in (office, outdoors, traffic, park).**

Office environment

**10. SUPERVISION EXERCISED**

A. Who Do You Supervise?

n/a

B. What Kind of Supervision Do You Exercise?

n/a

**11. PHYSICAL REQUIREMENTS** - Check the frequency and number of hours a day you are required to do the following specific types of activities.

ACTIVITY	FREQUENCY	# OF HOURS PER DAY					EXAMPLES OF TASKS
	C = Continuous I = Intermittent	0	1-2	3-4	5-6	7-8	
Sitting	C						
Walking	I						
Standing	I						
Bending	I						
Squatting	I						
Climbing	I						
Kneeling	I						
Twisting	I						

Is hand manipulation required? ☐ No ☒ Yes

Are there special visual or auditory requirements? ☒ No ☐ Yes (Describe):



**12. MENTAL REQUIREMENTS** - Please check any of the following mental processes you use in the performance of your duties.

ACTIVITY	FREQUENCY	# OF HOURS PER DAY					EXAMPLES OF TASKS
	C = Continuous I = Intermittent	0	1-2	3-4	5-6	7-8	
Analyzing	C						
Identifying	C						
Interpreting	C						
Knowing	C						
Observing	C						
Problem Solving	C						
Remembering	C						
Understanding	C						
Explaining	C						

**13. LIFTING OR CARRYING** - Please identify below the amount of lifting and carrying REQUIRED for your job:

WEIGHT	NUMBER OF TIMES A DAY				
	0	1-2	3-7	8-19	20+
1. 10 LBS OR LESS			X		
2. 11 TO 25 LBS		X			
3. 26 TO 50 LBS	X				
4. 51 TO 75 LBS	X				
5. 76 TO 100 LBS	X				
6. OVER 100 LBS	X				

**14. ADDITIONAL INFORMATION**

List any information regarding your position that you feel is important or relevant with regard to your position.

This is a highly specialized role, requiring an expert level of technical and analytical skills. It requires a customer focus and consultant approach to problem solving and addressing organizational challenges. Specialized communication skills are vital, along with strong political and business acumen. I'm informed on highly sensitive, confidential information coming from the Board of Supervisors and Executive staff before it's public information. Therefore, a high level of trust, professional and moral integrity are critical to success.

*I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.*

Darren Huppert

Signature of Employee

7/17/2015

Date

### SECTION III - SUPERVISOR COMMENTS

Supervisor's Name: DeDe Cordell

Title: Director of Communications and Public Affairs

Do you believe the employee has described his/her job accurately? ☒ Yes ☐ No

If not, what changes would you make to the questionnaire to describe the job more accurately?

n/a

If you were going to hire a new employee for this position, what knowledge, skills and abilities would you require of applicants?

It's a rare person who has both the technical skills to master web-based communications, and the communication and marketing skills to communicate clearly, succinctly, in various styles depending on the forum. I would want a highly skilled technical expert in social media, web or cloud-based communication tools, who could also be a master communicator, with marketing and branding experience.

What experience and/or education would most likely provide an applicant with the above knowledge, skills and abilities?

Experience in web design, web content management, social media management and a natural ability to communicate clearly and conversationally.

What kind of supervision does this position receive? How often do you review the employee's work? How do you normally give this position assignments?

This position will be supervised by me, with regular assignments on a daily basis that often require a very quick turn-around. In most cases I or my deputy will review work as it's accomplished, but in many cases, I will only review occasionally, as long as I trust the person in the position to do the right thing.

Are there any *required* licenses or certificates for this position? No

I have reviewed this questionnaire and believe it to be an accurate statement of the duties and responsibilities of this position.

DeDe Cordell

Signature of Supervisor

7/30/15

Date \_\_\_\_\_

**SECTION IV - DEPARTMENT DIRECTOR (OR DESIGNEE)**

I believe the employee and supervisor have accurately described the position in this questionnaire.

Yes No

I would suggest the following modifications to more accurately describe the position:

Signature of Department Director/Designee

Date \_\_\_\_\_

# **MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER**

**To:** Civil Service Commission  
**From:** Lori Walsh, Personnel Director  
**By:** Kelly Tourville, Personnel Analyst I  
**Date:** September 21, 2015  
**Subject:** Classification Specification Revision Request – Library Services Manager

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## **Recommendation**

It is recommended the Civil Service Commission approve the proposed revisions to the Library Services Manager classification specification, Grade 420 (\$5,983.47 - \$7,274.80 per month).

## **Basis for Recommendation**

The Library Services Manager classification specification was approved in November 2004 and has not been revised since then. This classification is only allocated to the Library Department and there are presently no incumbents working in this classification. The last time this classification was filled was in 2011 when the incumbent was promoted to the Assistant Director of Library Services. Since that time, the staffing and organizational structure of the Library Department has changed significantly. One such change included converting the Administrative Services Officer position to a Senior Administrative Services Officer in October 2014 to reflect the larger scope of duties, increased budgetary responsibility, and enhanced leadership role of that position, which changed the flow of work among the administrative management positions of the department.

When the incumbent Assistant Director of Library Services resigned in July of this year, the Library Director met with Personnel to discuss the Library's current organizational structure and the distribution of duties. As a result of this discussion, it was determined that the Library Services Manager classification may be a more appropriate classification to fill, based upon the duties and responsibilities assigned.

Some of the duties performed by the most recent Assistant Director are already reflected in the current Library Services Manager class specification, such as:

- assisting in preparation and implementation of the department's budget;
- recommending the appointment of personnel;
- participating in developing plans and future direction of the department;
- managing the performance of professional, technical, and clerical staff.

It is anticipated that finance and administrative responsibilities formerly assigned to the Assistant Director will be absorbed by the Senior Administrative Services Officer and the Director, consistent with current class specifications. Specific programs/activities will be assigned to each of the Library Service Managers so that these programs/activities are better managed throughout the Library system. Some of these programs include collection management, library programming and outreach, staff development and training, grant management, library technology and data collection, adult literary services, and children's services.

Executive Management staff from the department reviewed the current classification specification and identified areas where revisions were needed in order to update current language and to accurately reflect the responsibilities associated with this classification. Since this classification was created in 2004, there has been much technical advancement in this field and the service needs of its customers have changed. The proposed changes more accurately reflect the service needs of the department, including clarification and expansion of current program management responsibilities in areas such as:

- identifying, writing, and monitoring grants;
- keeping informed of advancements and changes in the library field; and
- recommending and assisting in the implementation of updated practices and outreach services.

Additionally, it was noted that the minimum qualifications only required three years of responsible, professional experience performing duties equivalent to a Librarian II, including some experience in the area of technical expertise, as well as the equivalent to a Master's degree in Library Science or a closely related field. The Librarian II is a journey-level librarian and works as a lead, but not as a direct supervisor. The next level in the series is a Senior Librarian. The Senior Librarian acts as a branch manager and performs direct supervision over branch staff. Since the Library Services Manager is a management classification, the proposed changes to the minimum qualifications include changing the experience requirement to three years of responsible professional-level library experience including at least one year of advanced journey or senior-level experience comparable to a Senior Librarian with Placer County, which is more consistent with the Countywide classification plan.

It is anticipated that further review of other specifications in this classification series will occur and additional requests for revisions will be presented to your Commission in the coming months. Attached for the Commission's information and consideration is a copy of the proposed classification specification changes.

cc: Mary George, Director of Library Services  
Bryan Hacker, County Executive Office

PLACER COUNTY

September 2015

November 2004

## **LIBRARY SERVICES MANAGER**

### **DEFINITION**

To direct, administer, plan, and supervise one or more system-wide programs, services, major units, operations, or activities of the library, including, but not limited to, collection management, library programming and outreach, staff development and training, grant management, library technology and data collection, Adult literary services, (Reference) and Children's services; to participate as an effective and positive member of the department's Management Team and as such, participate in strategic planning, policy development and legislative analysis; to ensure the effective operation of assigned functional services and programs and to provide highly responsible, professional and technical staff assistance to higher level executive management staff the Assistant Director and Director of Library Services.

### **DISTINGUISHING CHARACTERISTICS**

This classification functions at the manager level and, as such, recognizes a position that exercises full line and functional management responsibility for employees within a division and assumes substantive and significant responsibility in Library Administration.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director and/or Director of Library Services or designee. Exercises direct supervision over professional, technical and clerical personnel.

### **EXAMPLES OF ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:**

Direct, manage, monitor, and evaluate one or more major units within the Library Department; assist in developing and implementing policies, ~~and~~ procedures, and work standards.

Perform the most difficult professional work in rendering reference and advisory services to readers/library patrons.

Acquire system-wide designated materials to include review, selection, ordering, monitoring and maintaining library materials within assigned budgetary guidelines.

Administer vendor contracts and coordinate activities between vendors and the department.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the unit.

Participate in developing plans and future directions of the department.

Direct/Assist in the preparation and administration of the unit's annual library budget.

Develop and monitor branch library budgets.

PLACER COUNTY  
Library Services Manager (Page 2)

Identify grant needs, write grants, and supervise staff who administer grants to ensure compliance.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Keep informed on advancement and changes in the library field including new technologies, e-resources, innovative programming ideas, comprehensive data retrieval, and outcome measures.

Identify modern technology solutions needed to enhance services.

Recommend and assist in the implementation of updated practices, including the creation of procedures, staff training, and measurement of success.

Assist in the design, implementation, and evaluation of literacy services and outreach activities.

Build and maintain positive working relationships with co-workers, other County employees and managers, local officials, and the community utilizing accepted principles of effective customer service; participate as a member of the Library Management Committee and make recommendations on major issues affecting the department.

Investigates difficult or sensitive patron complaints and recommends corrective action as needed.

Represent the department in meetings with other public agencies, community groups and the public.

Review, select and prepare bibliographies for system-wide selection by branch managers.

Train branch managers and other support staff with regards to major library services and operations.

Provide guidance to staff in the development of flyers and other media to promote library services.

Design, coordinate, and implement library outreach programming to schools and other organizations.

Collect, prepare, assemble and analyze data and reports.

Develop and implement programs and events within assigned unit; conduct programs and events for the public.

In the absence of the Assistant Director of Library Services, the Senior Administrative Services Officer, and the Director of Library Services, may assume the responsibility of the Director, as needed.

Supervise ordering, receiving, processing materials and encumbered funds.

Adhere to Ssafety policies and procedures.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles and practices of library policies, programs, program planning and implementation, systems development and library operational trends and practices.
- Principles of library cataloging, collection development and sources of reference work.



PLACER COUNTY  
Library Services Manager (Page 3)

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Standard and accepted usage of the English language including spelling, punctuation, and grammar.
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions.
- Principles and practices of general and statistical research, analysis and presentation.
- Principles and practices of supervision, training, selection, motivation, training, team building, work evaluation, conflict resolution, discipline, and personnel management.
- Basic principles and practices of governmental accounting, budget preparation, monitoring, and administration.
- Techniques for locating appropriate grant funding sources.
- Methods and techniques of grant writing.
- Basic principles of marketing, public relations, and community outreach.
- Computer applications in a library environment.
- The local library needs of the communities served by the Placer County Library.
- Safety policies and procedures.

**Ability to:**

- Plan, direct, motivate and supervise assigned professional, technical and clerical staff.
- Interpret community interests and needs.
- Observe and provide feedback to assigned staff.
- On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; explain and interpret policies and programs; know laws, regulations and codes; observe performance and evaluate staff; problem solve departmental issues.
- Coordinate assigned programs and services internally, with other departments and outside agencies.
- Work closely with other library management team members and staff to provide comprehensive services to library customers and solve a broad range of service delivery, programmatic and administrative issues.

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PLACER COUNTY  
Library Services Manager (Page 4)

- Research library trends to identify when current practices are out-of-date and when/how to update them.
- Identify service gaps and find ways to resolve them.
- Plan, organize, develop and implement a comprehensive coordinated library service\* program.
- Motivate, direct, and supervise professional, technical and clerical library personnel in a manner conducive to full performance and high morale.
- Supervise, ~~t~~Train and evaluate professional, technical and clerical personnel.
- Select library materials to meet customers' needs.
- Develop and monitor an assigned budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement department policies and procedures.
- Independently interpret and apply pertinent local, state and federal laws, guidelines, and regulations.
- Collect and evaluate data, define and select alternatives, draw conclusions, formulate recommendations and project consequences of recommendations.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interview; work fairly and courteously with the public; simultaneously handle many tasks and work effectively with interruption.
- Apply computer knowledge to library applications.
- Work in a standard office environment, using standard office equipment and computer systems and attend off-site meetings. Sit at desk and/or stand for long periods of time. Intermittently bend, twist, reach, grasp, kneel or squat while shelving, opening boxes or moving equipment; see and read handwritten and printed materials and a computer screen; write and use keyboard to communicate and to enter circulation and collection data; communicate in person and by telephone; file, lift and carry weight up to 50 lbs; push handcart up to 50 lbs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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PLACER COUNTY  
Library Services Manager (Page 5)

- Work weekend and evening shifts as assigned.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Three years of responsible professional-level librarian experience performing ~~duties at a Librarian II level including some at least one year of advanced journey or senior-level experience comparable to a Senior Librarian with Placer County~~ experience in the area of technical expertise (e.g., Children's Services or Adult Services/Reference).

**Training:** Equivalent to a Master's degree in Library Science or closely related field.

**License or Certificate:** May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Civil Service Commission

**Through:** Lori Walsh, Interim Personnel Director

**From:** Kellie Craig, Executive Secretary

**Date:** September 21, 2015

**Subject:** Work-Out-of-Class Pay

=====

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
Administrative Services	Robert McEwan	10/01/2015-04/03/2016	180 days
Health & Human Services	Erika Kish	09/18/2015-03/18/2016	180 days

**Recommendation:** It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Jerry Gamez – Administrative Services  
Jeff Brown – Health & Human Services

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

**TO:** Lori Walsh, Personnel Director

**FROM:** Jerry Gamez, Director of Administrative Services

**DATE:** September 21<sup>st</sup> 14, 2015

**SUBJECT:** Request for Work Out of Class (WOC) Pay

**ACTION REQUESTED**

Employee's Name:	Robert McEwan
Current Classification:	Information Technology Analyst II
WOC Classification:	Senior Information Technology Analyst
Initial WOC Effective Date:	April 4, 2015, PP 21 FY 14/15
Requested Extension Effective Date:	October 1, 2015 PP 9, FY 15/16
Approximate Number of Days:	180
Approximate End Date:	April 1, 2016, PP 21, FY15/16

**REASON FOR WOC REQUEST**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement       | <input type="checkbox"/> No Request to Fill Vacancy               | <input type="checkbox"/> Request to CEO to Fill Vacancy        |
| <input type="checkbox"/> Fill Behind WOC              | <input type="checkbox"/> Temporary End WOC>80-Hours Leave         | <input type="checkbox"/> Restart WOC>80-Hours Leave            |

**BACKGROUND**

The purpose of this memo is to request approval to continue to work Robert McEwan in an out-of-class capacity as a Senior Information Technology Analyst in the Telecommunications Division within the Administrative Services Department, for a period of up to six months beginning October 1, 2015.

During the past two years the Telecommunications Division has experienced an increase in workload due to the deployment of new technologies including Voice over IP solutions, Interactive Voice Response systems, Computer Telephony Integration (CTI) applications and the Division's Capital Replacement Initiatives. The Senior Information Technology Analyst will be utilized as the technical lead for the implementation of the following new initiatives; Layer 3 Router upgrades, Switch and UPS upgrades in support of Voice over IP, IVR and Call recording expansion project, and the County's Voicemail replacement/upgrade project. In addition to being the technical lead for these projects, Mr. McEwan will assist the Information Technology Supervisor with the daily assignment of work orders, vendor management and provide general staff oversight during his absence.

Mr. McEwan possesses the required skill sets and knowledge to successfully implement these initiatives over the next 180 days. Approving this work out of class assignment for Mr. McEwan will be integral to the successful implementation of these Telecommunications Division initiatives and allow the Division to maintain a high level of customer satisfaction during the anticipated peak workload period.

Mr. McEwan meets the minimum requirements of a Senior Information Technology Analyst.

**RECOMMENDATION**

It is therefore recommended that Robert McEwan, be approved to continue to receive Work Out-of-Class (WOC) pay as a Senior Information Technology Analyst effective October 1, 2015. This WOC assignment will result in an approximate salary increase of 5%.

## **AUTHORITY**

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

## **PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

Appointing Authority

Jerry Gamez

Director of Administrative Services

Date

8/31/15

Employee

Robert McEwan

Information Technology Analyst II

Date

8/31/15

Supervisor

Eric Stephens

Information Technology Supervisor

Date

8/31/15

**WORK OUT OF CLASS AGREEMENT  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**TO:** Lori Walsh, Personnel Director  
**FROM:** Linda Patterson, Human Services Division Director  
**DATE:** September <sup>21</sup>~~14~~, 2015  
**SUBJECT:** Request for Work Out of Class (WOC) Pay

**RECEIVED**  
**AUG 26 2015**

Placer County Personnel

**ACTION REQUESTED**

Employee's Name: Erika Kish  
Current Classification: Senior Administrative Clerk  
WOC Classification: Administrative Secretary  
Initial WOC Effective Date: March 21, 2015  
Requested Extension Effective Date: September 18, 2015  
Approximate Number of Days: 180  
Approximate End Date (End of pp): March 18, 2016  
Reason for WOC Request:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project    | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement                  | <input type="checkbox"/> No Request to Fill Vacancy       | <input type="checkbox"/> Request to CEO to Fill Vacancy        |
| <input type="checkbox"/> Fill Behind WOC                         | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave            |

**BACKGROUND**

The Human Services Division of the Department of Health and Human Services is formally requesting that Erika Kish be granted an extension of her work out of class pay as an Administrative Secretary to the Division Director for an additional 180 days. This assignment began in March 2015 when the incumbent began a leave of absence. The extension is being requested as the incumbent has not returned from leave, and the administrative support-related duties to the Division Director are essential.

The administrative secretary to the Division Director is responsible for a wide variety of complex and confidential secretarial and administrative duties including:

- Processing personnel action forms for the hire, promotion, and retirement/termination of employees
- Coordinating administrative projects including facility, telecom, and MIS charges and moves
- Maintaining records and files regarding department administrative activities
- Screening calls, visitors and mail and referring to appropriate person
- Interpreting and explaining County and department policies, rules, and regulations in response to inquiries
- Writing and proofreading written documents and correspondence; independently responding to letters and general correspondence not requiring the attention of the director or assistant director
- Coordinating travel arrangements; maintaining appointment schedules and calendars; arranging meetings

Prior to the commencement of this work out of class assignment, interested candidates for this assignment were interviewed, and Ms. Kish was selected based on her knowledge, skills, and abilities.

**RECOMMENDATION**

It is therefore recommended that Erika Kish, Senior Administrative Clerk, be approved to receive/continue to receive WOC pay as an Administrative Secretary effective September 18, 2015. This WOC assignment will result in an approximate increase of 12.8%. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

#### **AUTHORITY**

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

#### **PROVISIONS FOR WOC ASSIGNMENTS**

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

*I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.*

*Linda Patterson* 8/24/15

Appointing Authority                      Date  
Linda Patterson  
Human Services Division Director  
HHS

*Erika Kish* 8/24/15

Employee                                      Date  
Erika Kish  
Senior Administrative Clerk





## MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER

**To:** Civil Service Commission  
Lori Walsh, Personnel Director  
**From:** Suzanne Holloway, Sr. Personnel Analyst *SH*  
Kathy Youngs, Personnel Analyst II *KY*  
**Date:** September 21, 2015  
**Subject:** Guide for Hiring Managers and Tahoe Work Group update

---

The purpose of this memo is to provide the Commission with updated information regarding two projects the Personnel Department has undertaken to meet the recruitment and selection needs of County departments.

### Hiring Manager Guide

Over the past several years, the Personnel Department has been in the process of creating a handbook for department supervisors and hiring managers that can be used as a comprehensive online resource when filling their vacant positions. Much of the content of the guide is based upon questions and/or requests for information or assistance from the hiring managers themselves over the years, as well as updates to County procedures and State or Federal Requirements.

The Hiring Manager's Guide provides a general overview of the entire hiring process from the time a vacancy arises through the onboarding/probation process as well as a set of appendices with reference documents and tools for processing a final hire. Also covered are the roles and responsibilities of Personnel, Hiring Departments, and the County Executive's Office throughout the process, as well as the County's responsibilities as a civil service, merit-based agency and the mandated or legislative requirements related to hiring staff for County positions.

Personnel Management staff, County Executive's Office staff, and the Personnel Administrative Manual committee have all reviewed this document and provided feedback. It was also reviewed with Personnel line staff and Countywide Department Liaisons, who had additional feedback and suggestions. More recently, this document has been added to the PAM (Placer Administrative Manual) and is now available for all County employees to access. It is anticipated that this document will continue to be updated in real time as new requirements or information becomes available.

Recognizing the unique recruiting and hiring needs specific to the Tahoe region, the Hiring Manager Guide also includes information specific to Tahoe recruiting and hiring. In addition, the County is currently in the process of entering into agreements with two separate occupational health providers (Tahoe Worx in Truckee and Renown in Reno), who will be available to provide pre-employment medical testing for applicants residing in the Tahoe area.

### Tahoe Work Group

At the June 5, 2015 Civil Service Meeting, Commissioner Nelson requested a Tahoe Work Group be created to review the recruitment and retention efforts in the Tahoe area. On August 10, 2015 a preliminary discussion was held with Commissioner Nelson, to identify the purpose of the Tahoe Work Group and discuss items that need to be addressed. The discussion included:

1. Preparing a total compensation package to be included with Tahoe recruitment bulletins in order to show all benefits received for working in the Tahoe area;
2. Increasing advertising in the Reno area;
3. Advertising in South Shore, Lake Tahoe;
4. Advertising at ski resorts in Colorado, Utah and Wyoming.
5. Utilizing social media, including Facebook and Twitter to advertise vacancies in the Tahoe area.

Research was conducted to analyze the results of Tahoe specific recruitments that took place in Fiscal Year 2014 – 2015. It was determined that Placer County posted five (5) recruitments specific to the Tahoe area including Library Clerk, Administrative Secretary, Administrative Supervisor, Deputy Probation Officer – Field and Management Analyst II. The number of applications received for those five (5) recruitments totaled 330, with five (5) hires made.

Four (4) Tahoe specific job Fairs were attended by Personnel staff in the last year:

- 1.) Tahoe Basin Community Job Fair, March 2014 (Squaw Valley);
- 2.) Tahoe Regional Job Fair – Winter 2014/2015, November 7, 2014 (Kings Beach)
- 3.) University of Nevada Reno, Career & Internship Fair – February 11, 2015 (Reno)
- 4.) 2<sup>nd</sup> Tahoe Regional Community Job Fair – April 1, 2015 (Squaw Valley)

Also, as of January 2015, Personnel staff began attending a monthly Tahoe Managers meeting. This meeting affords the opportunity for staff from Personnel to provide current information face to face with managers located in the Tahoe offices. Attending this meeting is improving communication between Tahoe staff and Personnel.

As we continue our recruitment efforts in the Tahoe region, we feel confident that Placer County will continue receiving well qualified applicants, providing us with eligible lists filled with strong candidates, eager to fill vacant positions in the Tahoe region.